

## Michigan Business One Stop Instructions

### **EXISTING PERMIT HOLDER/ EXISTING MICHIGAN BUSINESS**

1. Go to [www.michigan.gov/business](http://www.michigan.gov/business)
2. ONE STOP REGISTRATION - Click on the Start & Register Button. Complete the required information to receive your temporary password.
3. THANK YOU FOR REGISTERING IN ONE STOP - Click on Ready With Password once you have retrieved your password.
4. WELCOME TO MICHIGAN BUSINESS ONE STOP - Enter your Login ID and password contained in the email sent to you; click on Login
5. RESET PASSWORD – complete the required information and click on Change Password
6. Complete the security questions and click on Submit
7. CONGRATULATIONS! YOUR REGISTRATION IS COMPLETE – you now have complete access to Michigan Business One Stop website. Click the Continue Button to proceed.
8. TERMS & CONDITIONS – read through the Terms & Conditions and click Accept at the bottom of the page.
10. ONE STOP HOME PAGE - Under the For Businesses heading, click the Go button (this applies to individual permit holders also)
11. START OR ADD A BUSINESS – (\*\*If your billboard permits are listed in your Corporate name, **do not use your Assumed Name**). Select Add My **Existing** Business button and click Next
12. DESCRIBE YOUR BUSINESS –
  - If your billboard permits are listed with an individual name Choose Sole Proprietorship.
  - If you are a registered business in Michigan, select the appropriate content under Select an Option and Check All that Apply.
  - Click Next
13. LEGAL AGREEMENT TEXT – Read through and Click Accept to proceed
14. DESCRIBE YOUR BUSINESS (continued) – Complete required information and click on Submit

15. BUSINESS INFORMATION - Click on Add, next to Identify your role in the business

- Enter Your Contact Details – Complete required fields, and mark the box next to “Include this contact in e-mail notifications.” Click Save.
- You are back at the BUSINESS INFORMATION page. Click on **Done**. The Add buttons that were grayed out are now available to select. Click Add, next to the steps that have a status of Not Started. \*\*When completing your Principal and Mailing address, make sure to check the box next to “check here to also use this address as your mailing address.”
- Click Next

16. YOU HAVE SUCCESSFULLY SETUP YOUR BUSINESS ACCOUNT WITHIN ONE STOP – Click on Next

17. MY WORKSPACE - An On-Line Workspace will be created for your business. Click on My Filings link located in the upper left hand corner of that page

18. MY FILINGS - Click on Search for Licenses on File

19. SEARCH FOR FILING(S) - Complete the required questions

- Enter Business/Individual Name and ZIP Code (located in the address block of this letter). For an individual name you can just enter the first name as it appears on the letter.
- Click on Search for Licenses on File
- Click the Verify button next to one of your permits
- Enter the PIN number (located in the upper right hand corner of this letter)
- Click on the Submit button

20. SEARCH FILINGS RESULT – Your permits appear under the Verified Business Filings List

- Click on My Workspace button, located in the upper right hand side of that page

21. MY WORKSPACE – Click on the Add Task button to select **Billboard Permits (IHAP)**

- Hint: enter “billboard” in the key word search to find the license quickly.

22. Click on the Add button

23. Click on Billboard Permits (IHAP)

24. You will be in IHAP

25. You can review your account, apply for new permit(s), or transfer permit(s). You can also renew your permit(s); however, renewing your permit(s) is only available during your renewal period. You will be notified when it is time to renew your permit(s).

If you have questions or need additional information regarding MBOS, contact the Customer Assistance Center Monday – Friday 7 a.m. to 6 p.m. EST at 877-766-1779 or by electronic mail at [Business@michigan.gov](mailto:Business@michigan.gov).